

Occupational License New Teacher Training Session Facilitator Job Description

The division of college, career and technical education is **currently seeking session facilitators for the Occupational License New Teacher Training** scheduled for **Jan. 8-12, 2018**. This training ensures that new CTE teachers are prepared to achieve immediate, measurable success with their students upon entering the classroom.

As experienced and successful teachers, session facilitators will play an integral role in the success of the Occupational License New Teacher Training by leading sessions that support a CTE teacher's ability to plan instruction and manage their classroom.

Role and Responsibilities

- Attend staff trainings to understand the trajectory of the training logistics, goals, and session outcomes
- Internalize sessions and practice execution prior to delivering sessions during assigned training days
- Facilitate sessions for CTE teachers, including:
 - Model instructional planning and classroom management techniques so that new CTE teachers understand the techniques and their impact on student learning
 - Create opportunities for teachers to demonstrate their capacity to translate what they've learned
 - Provide targeted, actionable feedback to CTE teachers on their practice of the techniques
 - Maintain high levels of session rigor through skillful facilitation
- Review participant deliverables and provide meaningful feedback

Qualifications

- Minimum Level 3 TEAM Evaluation Score (required)
- Experience with career and technical education (required)
- Minimum of three years of teaching experience in an occupationally licensed subject area
- Demonstrated ability to motivate and inspire students and adults
- Experience and comfort providing and receiving direct, in-the-moment feedback, both written and verbal, that leads to immediate improvement
- Experience in facilitating effective training experiences for adult learners
- Readiness to work non-standard hours over the course of the training (45+ hours during the training week)
- Exceptional time management skills
- Strong organizational and communication skills
- A positive outlook, flexibility, and sense of possibility in stressful situations
- Demonstrated ability to connect with adult learners quickly and to build strong working and mentoring relationships
- Evidence of working successfully in teams or cooperative settings

Compensation

Session facilitators can typically expect to earn between \$1,500-\$2,000 for completing pre-work, attending staff trainings, and facilitating during the training week. The specific salary will depend on the individual's time needed to complete pre-work and availability. Session facilitators will also be reimbursed for travel expenses.



To Apply

To apply, please submit the items below to Andrea.Thorsbakken@tn.gov. The deadline is **Friday, Sept. 15, 2017**.

Required Documents

- ❑ Up-to-date resume
- ❑ Cover letter
- ❑ Brief video (no more than 10 minutes) of you teaching a lesson with either student or adult learners. The video can be uploaded to YouTube or Vimeo (preferred) or in an acceptable digital video format such as .mov, .avi, etc. You may either email the video as an attachment or submit the link to your video.

Please contact Andrea.Thorsbakken@tn.gov if you have any questions.